

## **Instructions to listen and comment at telephone meetings:**

The number for everyone to call in will always be the same: (224) 501-3412

Access Code: 574-569-085

People who want to speak (on agenda items only) will send Jen an email at [jen.manago@dayton.in.gov](mailto:jen.manago@dayton.in.gov) along with the agenda item they wish to speak on. Jen should receive this email at least one hour before the meeting begins. (By 5 pm for a 6:00 meeting. By 6 pm for a 7:00 meeting.) Jen will then take a “roll call” at the beginning of the meeting so she can assign names to the callers she shows on her screen. When the comment section for that agenda item is called, Jen can call their name and unmute them.

People who want their comments read can still send them to [Jen.manago@dayton.in.gov](mailto:Jen.manago@dayton.in.gov) by 6 pm Monday before the meeting. The emails should include their name and address and the agenda item at which they would like their letter read.